1. **Fast Typing Speed**
Data entry specialists are expected to input huge amounts of data in a short period of time.

2. **Basic Software Knowledge**
Data entry involves using Word, Excel, Access, Outlook, database software and other programs.

3. **Verbal and Written Communication Skills**
The quality of your verbal communication and writing skills (including spelling and grammar) should be on a high level.

4. **Attention to Detail**
Strong attention to detail skills mean you are able to focus on an action or a thing.

5. **Operate Standard Office Equipment**
Common pieces of office equipment are printers, scanners, copiers, dictation machines and etc.

6. **Organizational Skills**
Good organizational skills allow you to plan, prioritize, and achieve your work goals better.

7. **Basic Research Skills**
Best research skills: choosing reliable sources of information, collecting relevant information, analyzing data, using data collection techniques and tools.

8. **Basic Knowledge of Database**
Basic knowledge and understanding of what database means, what is its structure and how your work contributes to the health of the overall company database.

9. **Accuracy**
One of the best accuracy skills: double and triple check the spelling, grammar, or other possible sources of mistakes.

10. **Teamwork Skills**
Best teamwork skills include listening skills, assertive communications, respecting others, helping them, sharing, willingness to see the other point of view and etc.

[http://intellspot.com](http://intellspot.com)